



Change of Address for Occupational Tax Certificate

- ☐ Moved to another location within Sandy Springs city limits (***please include \$50.00 zoning verification fee***)
☐ Moved outside Sandy Springs city limits (*account will be closed. Must apply with new jurisdiction*)
****If ownership of business has changed, a new application must be submitted****

Business Name: _____ Account No.: _____

Business Owner/Applicant: _____

Previous Location Address: _____ Ste/Apt: _____

City, State, Zip Code: _____ Business Phone: _____

New Address Information:

New Address: _____ Ste/Apt: _____

City, State, Zip Code: _____ Business Phone: _____

Brief Description of business activity: _____

For businesses that closed/moved outside Sandy Springs city limits:

Date business closed/moved: _____

Please list the actual gross receipts and number of employees from January 1st of the current year until date business close/sold/moved out of Sandy Springs.

Actual Gross Receipts: (Minus deduction of payments to subcontractors, sales returns & allowances, out of state sales, excise tax, inter organization sales) \$ _____

Actual Employee Count: _____

By signing below, I hereby certify, under penalty of perjury, that statements made herein are to the best of my knowledge true and correct.

Signature of Applicant

Date

Print Name of Applicant

Title

Office Use Only:

Fee: \$ _____ Amount paid: \$ _____ Date: _____

Zoning [] Yes [] No

Approved By: _____ Date: _____

Staff Initial: _____